Agenda: Board of Trustees  
July 2, 2019, at 4 pm  
Conference Room, Downtown Library  

**Invest in Young Minds, Engage & Strengthen Community, Transform Lives**

Library Board Vice President – Jade Hart  
A. Call to Order  
B. Consent Agenda – **Action**  
   o Minutes: June 6, 2019  
C. Public Comments and Communications  
D. Foundation Report – Charity Tyler  
E. Friends of the Library Report – Libby Slappey  
F. Board Education: ALA Report – Amber McNamara, Dara Schmidt, and Jade Hart  
G. Library Board Committee Reports  
   o Nominating Committee – Clint Twedt-Ball, Committee Chair  
     • **Action:** Slate of Officers FY20  
   o Finance Committee – Randy Ramlo, Committee Chair  
     • No Action  
   o Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair  
     • **Action:** Policy 3.02 Unattended Children  
     • **Action:** Policy 3.07 Special Event Alcohol Use Policy  
   o Advocacy Committee – Jade Hart, Committee Chair  
     • No Action  
H. Library Director’s Report  
I. Old Business  
J. New Business  
K. Adjournment  

The next Board of Trustees meeting is set for **Aug. 1 at 4 pm**, Conference Room, Downtown Library.

**Key Dates and Details:**  
July 5: Silver Screens, 10 am, Downtown Library. Classic movies and conversations.  
July 10: Wooden Silhouette Art, 10 am, Downtown Library.  
July 17: National Mississippi River Museum and Aquarium, 6 pm, Ladd Library. Also on July 18 at the Downtown Library.  
July 26: Gentle Yoga for Adults, 10 am, Downtown Library.  
July 27: Summer Circus Party, 10 am, Greene Square. Celebrate the end of Summer Reading.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.
A. Call to Order
   • Mr. Wilding called the meeting to order at 4 pm.

B. Consent Agenda – Action
   • Minutes: May 2, 2019
   • Special Event Application

   Ms. Sharp motioned to accept the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.

C. Public Comments and Communications
   • There being none, the meeting continued.

D. Resolution of Thanks – Mt. Mercy University
   • The Library participates with the United Way Day of Caring annually. Mount Mercy University volunteers gave 120 collective hours to the day, developing and presenting 19 Summer Dare promotional skits to more than 2,500 elementary students. These students were from nine schools in the Cedar Rapids area.
   • The board wished to formally thank the volunteers for supporting literacy, summer reading, and the Cedar Rapids Public Library. Dax Cox from Mount Mercy University accepted the certificate.

E. Foundation Report – Charity Tyler
   • Ms. Schmidt reported for Ms. Tyler. On Sunday, June 9, the Foundation will host a donor wall dedication and appreciation brunch for the re-vamped Ada Van Vechten Society. The society honors individuals and families supporting the Foundation through memorial and estate gifts.

F. Friends of the Library Report – Libby Slappey
   • The Friends have started book sales during the Saturday Farmers Market events. Ms. Slappey encouraged Friends supporters to also volunteer this summer. Volunteers are needed for book sales and also sorting donations, which continue to come in regularly from the community.

Ms. Kalinsky joined the meeting at 4:10 pm.

G. Board Education: Summer Dare – Kevin Delecki
   • Summer Dare, the Library’s summer reading program, officially kicked off on Sunday, June 2. In four days, 600 adults registered and we had to re-order the adult program gift – a book bag.
   • Mr. Delecki gave a brief demonstration of how to use Beanstack, which is the library’s online summer reading system and log. Users have appreciated using log-on information from last year.
New for this summer, we are now participating in Iowa Library Adventure Pass, which has been in use with other Iowa libraries. This allows Cedar Rapids library card holders free passes to Iowa museums for a family of four. At this time, participating attractions include Blank Park Zoo, Grout Museum of History and Science, National Mississippi River Museum and Aquarium, Des Moines Children’s Museum, and Science Center of Iowa. Users check out the pass and use it on the specified date; one use per year per card is allowed. Mr. Delecki would like to pilot these attractions before trying to expand availability to other attractions in the Cedar Rapids area.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported for Mr. Ramlo. Financials for this time of year are as expected.
  - **Action:** Janitorial Amendment
    - The janitorial amendment does two things: clarifies night cleaning on Sundays to be inclusive of the entire year, and also adds Saturday cleaning at Ladd when hours start again in July. Ms. Schmidt also noted that the amendment is good through October because we will have our annual contract renewal in November.
    
    *The motion to accept the janitorial amendment as presented in the packet carried with unanimous approval.*
  
  - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of $148,168.67 to SIRSIDynix.
    - The invoice is for the annual subscription to SIRSIDynix, which holds our circulation and cataloging information. The Library will pay the full amount but the final cost will have a portion reimbursed by Marion and Hiawatha public libraries, as we share the product.
    - This amount is higher than last year: the contract had a three percent increase and we added some additional back-in connections to make the MLN Mobile app possible.

    *The motion to accept the purchase order and payment to SIRSIDynix in the amount of $148,168.67 carried with unanimous approval.*

- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 2.04 Confidentiality of Library Records
    - Recently, Erin Horst led a staff committee on confidentiality of library records. The staff work found procedural changes but no policy change. The single change in the policy is better aligned with general privacy standards.
  
  - **Action:** Policy 3.00 The Library’s Message
    - There are no changes to the policy.
  
  - **Action:** Policy 3.01 Library Cards and Customer Privileges
    - This policy includes an introductory sentence, which sets the tone and intention behind the policy: simply, we issue cards to grant access and enhance lives.

    *The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*

  - Ms. McDermott noted that the committee has been taking more time reviewing policies this time – the committee is very engaged and hold in-depth discussions. In July, the board will review and reaffirm the policies on Unattended Children, and the Special Event Alcohol Use Policy.
• Advocacy Committee – Jade Hart, Committee Chair
  o There being no action items, the meeting continued.

• Nominating Committee – Clint Twedt-Ball, Committee Chair
  o Ms. Sharp reported for Mr. Twedt-Ball. The committee would like to recommend that the FY20 Slate of Officers be presented as Matt Wilding as President and Jade Hart as Vice President. This nomination is for their second term. An official vote will take place at the July meeting.

I. Library Director’s Report
• The downtown ambassador program started this month. Willis Dady hired six ambassadors. The committee will meet in a few weeks to discuss the program.
• The Library hired a local cabinet maker to re-do the HyVee book drops, which were custom built to their respective HyVee sometime in the last 15-plus years. They will have new colors and the new logo. The drops should be distributed in the next few weeks.
• At the request of the City’s leadership, the Library managers and supervisors were trained in the administration of NARCAN. This training was not in response to any specific concern or need but rather a precaution, similar to having AEDs available. ASAC received a grant to purchase and distribute NARCAN as well as train responders in our community.
• The City is undergoing a wage review for all non-bargaining employees – this includes all manager, supervisor, IT, and administration positions for the Library. The goal is to determine if our pay structure is appropriate and competitive, provide insight to our compensation policies and practices, and update job descriptions. All job description reviews have been submitted and we are awaiting the consultant’s recommendations later in 2019.
• The strategic initiative, Examine Libraries Fine and Fee Policies, will start work in June. The goal is to have a recommendation to go along with our budget. The Finance Committee will be involved and potentially the Personnel and Policy Committee. Work has already started on the Promote Understanding, Acceptance, Inclusion, and Diversity through Internal Practice initiative. One of the goals was to find an Equity Lens – the City has just finished their first pilot with an Equity Lens. We will participate in a second cohort group this September. April Wing with the City Manager’s Office will present to the board in August or September.
• The Library’s van has been wrapped with a design created internally. The design is eye-catching and is meant to be a passive promotion of the Library as staff take it to programs weekly. Funding was made possible through the Foundation’s Library Everywhere.

J. Old Business
• There being no old business, the meeting continued.

K. New Business
• Review FY20 Board Calendar
  o The FY20 board calendar was presented in the packet. The only change is for the July meeting to take place on Tuesday, July 2 instead of July 4, which is a holiday. There was no comment or concerns regarding the calendar.
  o Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session. He noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

Ms. Hart motioned to enter closed session. Ms. McDermott seconded. The motion was carried with unanimous approval following a roll call.
  o The roll call was taken of those present in the closed session: Susie McDermott, Monica Challenger, Jade Hart, Mary Sharp, Harriet Kalinsky, Matt Wilding; Ms.
Schmidt remained, all others departed. The board went into closed session at 4:52 pm.
  - The meeting resumed in open session at 5:39 pm.
  - **Action**: Approve Director’s compensation package for FY20
    - The Personnel and Policy committee recommended a compensation package for Ms. Schmidt in FY20. The package includes the standard wage increase of 3%, a standard step increase of 2.5%, and an additional 40 hours of FLEX accrual.
      *Ms. Kalinsky motioned to accept the compensation package as presented in the packet. Ms. Sharp seconded. The motion carried with unanimous approval.*

L. Adjournment
  - There being no further business, the meeting adjourned at 5:41 pm

The next Board of Trustees meeting will be held on Tuesday, July 2, 2019, at 4 pm in the Conference Room at the Downtown Library.
Circulation stayed almost exactly flat in May of this year as compared to last year when you factor in our digital resources. These digital resources are becoming more and more a part of our collection as people continue to increase their use of digital audiobooks, streaming music, and movie services such as Kanopy. The addition of Hoopla in July 2019 is likely to help that number continue to increase. We saw more than 15,000 downloads of econtent in May of 2019 compared to just under 11,000 downloads in May of 2018. Programming numbers climbed this month over last year as more programming takes place at the Ladd Library and a new focus is placed on adult programming.
Getting together

Generations young and old share stories, crafts at C.R. library program

By Allison Green, The Gazette

EDAR RAPIDS — Jack
son Duran, 6, has made
a new friend at the pub
lic library this summer.

At the Ladd Library on
Tuesday, he charted eagerly
with Lyle Krug, 65. The two
shared stories about pets before discovering
pet rocks together.

This was the second week Du
ran and Krug have met up at the
library, though a few weeks ago
they had never met. Building
friendships such as this is the goal
of “The More We Get Together,”
a program the library started this
summer to encourage intergenera
tional friendships.

The Ladd Library partnered
with The Gardens of Cedar Rapids,
a community with assisted living,
memory care and nursing home
care. Each Tuesday this summer,
residents from The Gardens can
sign up for an outing to the library,
where they can participate in a
weekly story time and craft with
area children. Other older adults
in the public are welcome to attend, as
are children and their families.

“I think it’s really important
to expose different groups of people
to one another. Often times both older
adults and children aren’t visible in
the community, and they both have
so much to offer each other,” said
librarian Meredith Crawford, who
leads the program. “This can be for
those looking to fulfill a grandpar
ter role, if they’re missing kids in
their own lives. It can be a great
way to investigate their own memo
daries, to share their stories. People
don’t always have a chance to do
that in their everyday lives.”

Since he doesn’t have

PROGRAM, PAGE 2C

FESTIVAL: Fair Fax USA Days
Celebrate 27 years of Fair Fax USA Days with
a street dance—booked featuring music by
Robin Banks, food, kids’ carnival, a street
market, 11:30 a.m. private, jocky trot
and an animal tractor competition.

• When: 9 a.m. to 10:30 p.m. today
• Where: Fair Fax State Savings Bank,
400 Vandelhof St., Fair Fax
• Cost: Free

FAIR: Safe Fest 2013/Parasoke Broadcast
The Cedar Rapids Central Church of Christ,
Cedar Rapids Neighborhood Association
and Cedar Rapids Jaycees will hold this
inaugural Safe Fest 2013. Learn about
bicycle safety, stranger danger, poison
and drug safety, fire safety and car seat safety.
Special guests will include Mr. Shucks,
McGuff the Crime Dog and Spotty from the
Cedar Rapids Fire Department.

• When: 8 a.m. to noon today
• Where: Cedar Rapids, 1600 Ninth Ave.
SW, Cedar Rapids
• Cost: Admission free; breakfast $5

THEATER: “Fables Beneath the Sandbox Tree”
Visit the little village between the forest
and the forest in Ghana, where you will hear
tales that have been told for centuries
Most Arrow the weaver, Rabbit, Turkey, Cow,
and a host of other animals. Through them,
learn how stories came into the world, why
rabbits have long ears and short tails and
too.

• When: 9:30 a.m. and 11 a.m. today
• Where: National Czech & Slovak Museum
& Library, 1400 Inspiration Pk SW, Cedar
Rapids
• Cost: Free

FESTIVAL: Downtown Block Party
Celebrate summer with yoga, sand
volleyball, roller skating, beach area, yard
games, basketball, tug of war, break dancing
competition, drag show, poorly slam, the
movie “Gossip” and live music by Thelen,
The Mystery Lights, Diplomatic of Solid
Sound, and Elly A. held var on stree.

• When: 2 to 15 p.m. today
• Where: Clinton Street and 2nd Mar, Iowa
City
• Cost: Free; $10 to $15 for beverage cup and
mustbands age 21 and older

MUSIC: Purple Xperience
Purple Xperience is a tribute band that
brings the music of Prince and The
Revolution to audiences of all generations.
Food vendors will be on-site.

• When: 7 to 10 p.m. today
• Where: Low Park, 4500 N. 10th St.,
Marion
• Cost: Free
To: Randy Ramlo, Finance Committee Chair
From: Dara Schmidt
Date: 6/28/2019
Subject: May 2019 Financial Report for: Library

- When reviewing budget to actual, we assume 1/12 of the expenditure budget is spent per month; likewise that 1/12 of revenue will be received per month. If we assume this, that means thru May actual revenue should be at least 11/12 or 91.6% of budget and actual expenses should be no more than 11/12 or 91.6%.

- Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses. Having revenue is in excess of budget or having a fund balance does not mean a department can spend more than their expenditure budget.

- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
  - On target to stay under budget, overall spending is 89% or $5.4M of $6.1M budget.
  - Discretionary and Non-discretionary spending are over budget but will be offset with personal services budget remaining at fiscal year end.
Unattended Children

The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parents and caregivers. It is the policy of the Board of Trustees to require that parents and caregivers take responsibility for and attend children under the age of ten.

The library has the ability to suspend this policy for specific programs and outreach opportunities where library staff accepts a greater responsibility to monitor the safety and well-being of children. This action requires the approval of the Library Director for these limited opportunities.

Adopted: 01/25/90
Revised: 10/07/99, 08/04/05, 09/01/11, 1/31/2014, 7/2/2019
Reviewed: 02/04/2016
Special Event Alcohol Use Policy

I. Purpose
Alcoholic beverages are sometimes served in conjunction with special events held at the library. This policy clarifies how and under what circumstances alcohol can be served.

II. Policy
a. Permission to serve alcoholic beverages on library premises must be approved by the Board of Trustees at a board meeting prior to the event date.
b. In seeking permission, the customer must include where the event will be held within the library. As such, alcohol may be sold and/or consumed as long as the service is provided by a licensed caterer or bar service.
c. The applicant is responsible for all additional maintenance and personnel costs resulting from use of alcoholic beverages.
d. Alcohol is not permitted at youth activity events or at public hearings, nor may alcohol be served to minors.
e. No leftover beverages may be left on library premises.

Adopted: 09/05/2013
Reviewed: 11/2015, 7/2019
Department Updates

Community Relations is working on planning for fall including scheduling lots of special events and weddings. October seems to be the most popular month on our LivingLearning Roof, which is beautiful in the fall. Our meeting rooms are very busy this summer with library programs, so we see a lot of happy customers who are attending the great stuff we do in our buildings each day. We have several outreach opportunities this summer, including the Linn County Fair and Imagination Square, all happening the last week of June. We are preparing for September, which is Library Card Sign Up Month, and we are working on some exciting plans for this year. And we had another successful Out Loud! Author Series, presenting three authors in June to more than 1000 people out at the Hotel at Kirkwood Center.

Each June, the library sees a tremendous uptick in volunteers as part of our Summer Dare program. This June, we have trained 20 volunteers on the Dare Desk, interviewed 10 new volunteers, and placed four volunteers with our Summer Dare Everywhere programs. This summer, we are thrilled to add to our library team four Summer Reading Corps (SRC) members: Daniel Low, Emani Brinkman, Kiah Snow, and Rae Maly. Our SRC members will serve a two-month term this June and July. Their efforts will focus on preventing summer learning loss and center around the Summer Dare, the Summer Dare Everywhere, and our partnership with Kids on Course. Volunteer Hours in May 2019: Downtown = 494; Ladd = 83; Total = 577

Materials. We had a steady June as we had huge demands for a few titles because of a new book club started by Jenna Bush Hager. Our electronic content is seeing steady increase with both eBooks and Kanopy circulation leading the way. The department also got the chance to have some curious community members come to job shadow and see what working at a library is all about. It is always a pleasure to meet interested parties and to show them all of the cool things our department and library do.

June has been, as usual, an uproarious and exciting whirlwind for the Programming Department! Even with the last day of school being pushed back nearly a week for most area students, we have seen very healthy attendance for our program both in and outside of the buildings, and continue to create and offer innovative offerings for our community. This summer has seen a very concerted effort to reach parts of the population we have not served as regularly, and we have been able to make great strides in reaching school-age children, younger adults (ages 18-40) and seniors. The Programming staff has been dedicated, creative, and focused as they plan, create, and present dozens of programs a week, reaching thousands of people.

The Summer Dare program is also off to an incredible success – more than 3,600 people have registered, and more than 625,000 minutes have been read. As part of our push to engage adults in the program, we are excited to report that we have already registered 150 more adults this year than ALL of 2018! The prizes selected and designed by our Community Relations department have been a huge hit as well – it’s been great seeing the tote bags in use all over the city.

Public Service. Tina Pipkin was hired as Branch Supervisor for Ladd. She began her duties on June 24. This position will help us roll out a successful Saturday launch starting July 6. We are in the process of hiring a Public Service Librarian for Downtown.

The Technology Solutions team received a new storage array and began the installation process with the selected vendor. The team is also in the planning stage of an upcoming security improvement project.

Great Stories
There were a couple young teens absolutely gushing over the PRIDE book display in children's this quiet Saturday. They looked through several of them - reading some sections out loud. The last thing I heard them say as they were leaving was 'I know where to bring my kids if I have kids.'😊😊 – Satish Jayaraj

Here are a few things I've been hearing:

1. We love the library! It is worth every penny, and you probably deserve more.
2. I am indebted to you guys. You're all talented individuals. Thank you so much!
3. You're the best staff anywhere, everywhere.
4. I don't know why more people don't use the library, it's so nice.
5. I just love this library! I'm old enough to remember the Kenwood Library, and this has the same vibe. It's great!
6. I could not put this book down! I cried, I laughed...that's the way a book should be!

– Joy Williams

Amanda Green recommends Cedar Rapids Public Library. ⭐️⭐️⭐️

CRPL is always clean. It is very spacious so I never feel closed in. There is an elevator for those days when you can't walk the stairs. LOTS of FREE events for people of all ages. Professional and kind staff. The coffeehouse is an added bonus! I'm impressed by the area for young adults. If I was a teen I would love it.
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<td>Include Empathy-Driven Enforcement, Implicit Bias, and Emotional Intelligence in New Hire and biennial training plans</td>
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<td>Participate in Project Implicit self-assessments to determine baseline and identify training focus for future years</td>
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<td>Work with City HR to audit and recommend best practices for hiring a diverse and inclusive workforce</td>
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<td>Research and recommend Equity Lens assessment and process to evaluate current policy and procedure</td>
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